

SUBSIDIZED CHILD CARE AND DEVELOPMENT SERVICES: REGISTERING ON THE LOS ANGELES CENTRALIZED ELIGIBILITY LIST (LACEL)

The LACEL helps connect eligible families to child care and development programs that offer subsidies as funds and openings become available. LACEL registration or application forms may be obtained through the local Child Care Resource & Referral Agency (R&R) or may be downloaded from the Office of Child Care Web site at www.childcare.lacounty.gov.

Information required for registration on LACEL:

- Names and contact information of all parents or primary caregivers responsible for the care and shelter of the children in the household.
- Reason that the family needs child care and development services. The reasons may be different for specific children, but at least one of the following must be checked off for each listed parent or primary caregiver: working; education or training; incapacitation (due to physical or mental disabilities); seeking employment; seeking permanent housing; or preschool enrichment.
- If working or education and training is checked, the employer or school name and at least the zip code where located.
- If the parent is the primary caregiver, information about whether the parent receives or has received CalWORKs assistance.
- All sources of income and amounts for each listed adult, if the parents. If the primary caregiver is not the parent, all sources of income and amounts they receive on behalf of the child.
- Names and birth dates for all children living in the household under the age of 18.
- Indicate which of the children need child care and development services by checking off the schedule of care needed: full time, part time, evenings or weekends. More than one schedule may be checked.
- If any of the children are foster children, indicate the amount of the monthly payments received on behalf of each child.
- Indicate if any of the children have disabilities or other special needs by checking off the categories as appropriate for each child listed.
- If parents or primary caregivers have a preference for the location of the child care and development program, list the preferred zip code(s).
- If parents or primary caregivers have a preference for the program or agency providing the child care and development services, list the agency name.
- If any of the children are school age, list the current school of attendance and the district, for example "Washington, Long Beach Unified".

Submit completed forms by facsimile or in person to the local R&R for input into the LACEL database **OR** supporting agency staff may be trained to directly input data into the LACEL system.

For more information about access to LACEL, contact Mariela Balam at (213) 974-4519 or mbalam@ceo.lacounty.gov.

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